



U.S. Geological Survey Manual

*Appendix 2-2
Part 445-2-H Chapter 2*

Cross-Office Safety and Health Responsibilities

When a USGS employee is permanently assigned to a different office of record or temporarily detailed to work at another office or cost center, management at the host location assumes basic safety and health program responsibilities for the employee. These responsibilities include but are not necessarily limited to:

- (1) Maintaining a safe and healthful workplace.
- (2) Investigating workplace accidents or incidents involving the employee that result in or have the potential to cause injury, illness, or property damage.
- (3) Ensuring that the employee performs work in a safe manner.
- (4) Providing Occupant Emergency Plan and New Employee Orientation training.
- (5) Supplement the Department of the Interior online safety training by providing new employees with local site and operational specific safety and health training.
- (6) Ensuring proper use of any required Personal Protective Equipment. **Note:** If the employee will be performing specialized work other than the work for which he or she is trained, the host facility shall be responsible for providing the necessary safety equipment and training.
- (7) Monitoring operations and activities; inspecting work areas for hazardous acts and conditions; and tracking findings, including self-conducted inspections and program assessments.
- (8) Including the employee in safety and health activities such as Safety Day, training, and committees.
- (9) Conducting job-hazard analyses when the work is related to host center activities, and briefing the employee on results of the analyses.
- (10) Investigating allegations of reprisal and reports of unsafe and unhealthful conditions.
- (11) Providing a safety briefing on local hazardous conditions/work environments to non-local employees.
- (12) Ensuring the employee is aware of his or her rights under the 29 Code of Federal Regulations Part 1960 and USGS 445-3-H, *Safety and Health for Field Operations*

Handbook, Topic 23, “Employee Records of Unsafe/Unhealthful Working Conditions,” Paragraph 23.3 which states in part: "The employee has the right to decline a task because of a reasonable belief that there is an imminent risk of death or serious injury and there is insufficient time for hazard reporting and abatement actions.”

(13) Ensuring that no employee is subjected to restraint, interference, coercion, discrimination, or reprisal by virtue of submitting an oral or formal written report within the organization or to higher levels of authority.

(14) Communicating results of safety and health inspections, investigations, and findings to the employee's direct supervisor.

The employee's direct supervisor is responsible for:

(1) Ensuring that all accidents or injuries are documented in the Department of Interior's Safety Management Information System.

(2) Providing the necessary personal protective equipment to prevent injury, property damage, or occupational diseases.

(3) Providing and paying for safety and health training when it is not readily available at the host location.

(4) Including safety and health performance in supervisor's performance standards and, as appropriate, in employee's performance standards.

(5) Ensuring that open safety and health findings are prioritized with the assistance of the host location management; and ensuring that resources are provided for correction of findings.

(6) Conducting job-hazard analyses when the work to be performed at another facility is unrelated to host center activities, and briefing the reporting employee prior to commencement of work.

When USGS employees are assigned to work at other Federal agencies, the host agency assumes basic safety and health program responsibilities for those employees. These responsibilities include but are not limited to fire safety and the occupant emergency plan. If a USGS employee is provided with space at another agency's location but is not supervised by that agency, the USGS assumes responsibility for safety and health issues not related to the building. If a USGS employee is supervised by the host agency, then the host agency becomes the “employer” and should assume full responsibility for the employee's safety. This may require reciprocity agreements with the host agency. USGS will assume responsibility for investigations of complaints and serious accident investigations for all USGS employees working at other Federal agencies.